



November 17, 2008

Dear District Test Coordinator,

Welcome to the beginning of the Spring 2009 testing season. Pearson and South Dakota DOE are in the process of establishing the ordering requirements for the *STEP-A* (Alternate Assessment).

Pearson Spectrum will be utilized to capture the enrollments for this administration. If you have used Pearson Spectrum in the past administrations you will be able to access utilizing your same logon and password that was previously established. If that information is not readily available please call the Pearson Customer Support Center at **1-800-763-2306**.

If you are a new coordinator and have never accessed Spectrum you will need the following information to register on the Spectrum website and to complete your orders online:

- The address for the Spectrum website is <http://spectrum.pearson.com>
- The Contract Code is "SouthDakota" (the system is case sensitive).

District test coordinators will use Spectrum to place their initial orders for the Spring 2009 test materials during this year's enrollment window:
November 17 through December 05, 2008.

The following are key dates for using the Spectrum website:

November 17-Dec 05, 2008: Spring Enrollment Period

Spectrum will be available to place orders for test materials for the Spring 2009 *STEP-A* administration. You will also be asked to update your contact information, including email address, when placing your order.

During the Pre-Test Workshops scheduled for the week on January 12th information regarding tracking shipments and the additional order process will be provided.

If you have questions about Spectrum or the ordering process, please call the Pearson Customer Support Center at **1-800-763-2306**. They are available to assist you, Monday through Friday, 7:00 am CST – 7:00 pm CST.

We appreciate your cooperation and support,

The Pearson South Dakota Program Team:

Carol Sekinger, Senior Account Program Manager

Yardley Poché, Project Manager

Martha Lopez, Project Coordinator